

Real Estate Portfolio Analyst

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Jerri Bain at JBain@ihcda.IN.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 600194 via the state's job bank at www.in.gov/spd . To apply, click on:

- Employment Opportunities
- Search Employment Opportunities
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted until **June 14, 2016**.

Please see next page for job description.

Our Mission: IHCDCA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDCA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

IHCDCA

Job Expectations

Title	Real Estate Portfolio Analyst	Non-Exempt
Reports to	Director of Real Estate Lending	Date last revised: May 2016
Supervises	N/A	
Summary	The Portfolio Analyst contributes to fulfilling the IHCDCA mission and meeting strategic and annual IHCDCA operational and program goals by (1) performing asset management functions to track the progress of IHCDCA funded developments during construction and lease-up and (2) performing ongoing financial analysis for IHCDCA funded developments, particularly HOME funded properties during their affordability periods. A high level of critical thinking, accuracy and attention to detail is required in order to reach sound decisions.	
Evaluation of performance	Performance will be evaluated based on: <ul style="list-style-type: none"> • Achieving the key outcomes and demonstrating the knowledge, skills, and abilities as described in this job description; • Meeting all personal SMART goals agreed upon each year; • Meeting all project deadlines, and other quality indicators; • Working effectively and efficiently in a team environment, within the required specifications, policies, and standards as established by IHCDCA and its associated governing entities; and • Interacting positively with external partners by demonstrating quality customer service and proactive communication. 	
Key outcomes expected	Asset Management Pipeline <ul style="list-style-type: none"> • Establish protocols for tracking and receiving progress updates/status reports on IHCDCA funded rental housing developments from time of funding through stabilization, focused on the construction and lease-up periods • Utilize a modified AHIC risk-rating system to identify developments with higher risk • Develop work-out plans for high risk developments and stay in more frequent communication with these development teams • Maintain a pipeline of all developments in portfolio (defined as those that have not yet stabilized), including records of potential deficiencies and actions taken • Assist in review of loan modifications and award extension requests and make recommendations to approve, modify, or deny the requests. Annual Financial Review for Rental Projects <ul style="list-style-type: none"> • In accordance with the 2013 HOME Final Rule, for all HOME developments with 10 or more units receive and review annual audited financials • Utilize a modified AHIC risk-rating system to identify developments with higher risk • Develop work-out plans for high risk developments and stay in more frequent communication with these owner/management teams • For all other IHCDCA funded rental properties, if the compliance team identifies potential outliers, request and review financials and follow same protocol as utilized on HOME properties (as identified above) • Assist RED management staff and IHCDCA legal with resolution of nonperforming loans Policy and Process Responsibilities <ul style="list-style-type: none"> • Use asset management/financial review data to identify trends and inform underwriting decision making and procedures for future awards 	

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	<ul style="list-style-type: none"> • Recommend and implement updates to asset management and financial review tools, processes, and procedures • As needed research statutory and regulatory program issues and changes as well as best practices from industry peers <p>Single Audit Responsibilities</p> <ul style="list-style-type: none"> • Upon request from IHCDCA's Director of Internal Audit, assist in reviewing financial statements of organizations subject to the single audit requirements • Review financial information and analyze areas of concern • Provide summary of potential issues and recommended course of action to Director of Internal Audit <p>Underwriting Responsibilities</p> <ul style="list-style-type: none"> • Serve as back-up to Real Estate Investment Underwriter to provide underwriting support during busy rounds • Review applications for financial assistance based on established criteria for all IHCDCA Real Estate Department programs including but not limited to Section 42 low-income tax credits, HOME Investment Partnership Program, Community Development Block Grant, Section 108, and the Indiana Affordable Housing Development Fund: • Analyze financial and operating data to ensure projects are feasible and sustainable, considering factors including loan or grant structure, stability and sufficiency of NOI, condition of the property, rental or sale market, and project history. • Assess financial strength, experience, performance and capacity of borrowers, grantees, principals and sponsors. • Propose financing structures and terms that are in the best interests of the applicant as well as IHCDCA. • Offer creative solutions when possible, if terms originally requested don't adequately or appropriately address the project's needs. <p>Misc. Responsibilities</p> <ul style="list-style-type: none"> • Positively represent IHCDCA on various external committees and speaking engagements • Positively represent IHCDCA and the Real Estate Department at ground breaking and grand opening ceremonies • Participate in training and continuing education opportunities • Write RED Notices to keep partners updated and informed on policy and procedures • Provide technical assistance to partners • Attend and participate in weekly staff meetings and other department meetings, events, retreats, etc; Attend and participate in RED group threshold and scoring reviews • Submit weekly update report to Director of Real Estate Lending • Other duties as assigned by Director of Real Estate Lending or Chief Real Estate Development Officer
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Critical skills, knowledge, and behaviors	<p>Proficient knowledge of financial analysis, general accounting, and underwriting. Able to analyze audited financial statements, balance sheets, development pro formas, etc.</p> <p>Demonstrates effective verbal and written communication skills. Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Able to confidently and professionally interact with highly educated professionals on a day-to-day basis, such as the real estate developers, local elected officials, and attorneys which make up IHCDCA's partners.</p> <p>Demonstrates customer service orientation.</p> <p>Able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Takes initiative and needs little supervision.</p> <p>Performs responsibilities efficiently and timely. Able to juggle multiple requests and meet multiple deadlines. Able to prioritize, organize tasks and time, and follow up.</p> <p>Able to work well in a team environment and as part of a team.</p> <p>Proficient in basic computer skills, i.e. Microsoft Word, Excel, PowerPoint, Internet usage and e-mail.</p> <p>Proficient in basic mathematics</p>

Our Mission: IHEDA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHEDA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

Education, experience, degrees, licenses	<p>Bachelor's degree in finance, accounting, business, public administration, or real estate development preferred.</p> <p>1-3 years relevant job experience in the fields of commercial lending, credit analysis, affordable housing development, real estate finance, and/or real estate development preferred.</p> <p>Experience in underwriting preferred.</p> <p>Experience with Section 42 and HOME funds and possession of applicable certifications preferred.</p>
Work environment and physical demands	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Employee is required to visit off-site locations through the State of Indiana periodically throughout the year.</p>

IHEDA is an Equal Employment Opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability or veteran status. IHEDA will take affirmative action to ensure that all qualified applicants receive consideration for employment and employees are treated during employment, without regard to their race, color, religion, sex, national origin, disability or veteran status, including, but not limited to, employment, promotion, transfer, recruitment, layoff, termination, rates of pay, and selection for training.